

**GOVERNING POLICIES AND PROCEDURES**

SECTION: III. POSTSECONDARY AFFAIRS

SUBSECTION: D. Official Calendars

February 2009

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**D. Official Calendars**

Each institution shall prepare on an ongoing basis a schedule indicating significant dates and events (such as registration periods, vacations or holidays, and dates classes begin and end) occurring in the twelve-month period commencing with each institution's fall term. This schedule must be presented to the chief executive officer of the institution for "review and action" preceding the start of the planned academic year. This schedule will be designated the Official Calendar for the institution and shall be posted by each institution on its official website. The Office of the State Board of Education and the Idaho institutions specified in Subsection A shall be notified promptly via e-mail when official calendars have been posted to respective websites, but not later than the beginning of an institution's fall term. Changes made by the chief executive officer in the Official Calendar will also be posted and institutions promptly notified as specified above.

Each semester indicated in the Official Calendar of an institution will consist of seventeen (17) weeks with at least fifteen (15) full weeks or seventy-five (75) instructional days of class work or its equivalent effort.

Official calendars must indicate that classes will be held on state holidays designated for Columbus Day and Veterans Day and offices in the institutions will be open, with compensatory time provided at appropriate times within the academic calendar.